

PUPIL ATTENDANCE

In Kentucky Schools

2001-2002



Kentucky Department of Education
Division of Finance
Capital Plaza Tower
500 Mero Street
Frankfort, Kentucky 40601

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DEFINITIONS

Average Daily Attendance (ADA) - Aggregate days attended by pupils in a public school divided by the actual number of days the school is in session [KRS 157.320(1)].

Average Daily Membership (ADM) - Aggregate days membership of pupils in a public school, divided by the actual number of days the school is in session.

Centralized Attendance - Pupil attendance records, for state accounting purposes and for the purpose of state computation of pupil attendance, kept in a central location in the local elementary or secondary school [KRS 161.200(2)].

Enrollment - Total of all original entries in a given school year.

Entry - A pupil enrolled for the first time in a Kentucky school in the current school year.

Ethnic Count - Student membership count by grade, gender, ethnicity and race.

Full Day Absence - A student absent greater than eighty-four (84%) of the regularly scheduled school day [702 KAR 7:125].

Growth Factor - Percentage change in average daily attendance of a district for the first two (2) school months of the current school year and the average daily attendance of the district for the first two (2) school months of the previous school year [KRS 157.350(8)].

Low Attendance Days – The five (5) lowest days of attendance district-wide.

Member - A pupil is a member of a class or school from the date of enrollment until the date of withdrawal.

One-half Day Absence - A student absent thirty-five to eighty-four percent (35-84%) of the regularly scheduled school day [702 KAR 7:125].

Percent of Attendance - The aggregate days attended by pupils in a public school for the school year divided by aggregate days' membership of pupils in a public school for the school year [KRS 157.320(15)].

Record of Daily Attendance - Record of daily attendance of students for one (1) school month. The record includes student names, ID number, daily attendance (full day, half-day or tardy), transportation code and monthly totals. The Record of Daily Attendance may be organized by teacher, homeroom, grade level or in a manner deemed most appropriate by the school district.

Re-entry - A pupil received from another classroom in the same school or from another school. The pupil was previously classified as an entry in a Kentucky school in the current school year.

SEEK - Support Education Excellence in Kentucky funding program.

Superintendent's Annual Attendance Report (SAAR) - Annual attendance report submitted at the close of the school year. The report includes attendance data by grade, school and transportation

code. The report provides local school district information including ADA, ADM, membership, enrollment, percent of attendance, and drop out information by school and district.

Tardy - A student absent less than thirty-five percent (35%) of the regularly scheduled school day.

Teachers Monthly Attendance Report - Monthly summary of student attendance. The record includes student names, ID number, entry, re-entry, and withdrawal code(s) and date(s) of activity, and monthly and (school) year to date summary of aggregate days presence, absence and membership by transportation code.

Weather-related Low Attendance Days – Days the district's average daily attendance is lower than the prior year due to weather-related reasons. Up to ten (10) days may be claimed as an adjustment on the Superintendent's Annual Attendance Report (SAAR).

Withdrawal - A pupil who has severed their connection with a class, grade or school.

PUPIL ATTENDANCE CALENDAR

Applicable Statutes and Regulations:

KRS 157.360	Base funding level; adjustment; enforcement of maximum class sizes; allotment of program funds
KRS 158.444	Administrative Regulations – Role of Department of Education
KRS 159.160	Attendance reports to superintendent
KRS 164.7885	Annual Submission by High Schools of List of Eligible Students
702 KAR 7:125	Pupil Attendance

Activity

Due Prior to:

Contracts for Nonresident Students	November 1
Growth Factor Report	November 1
Amended School Calendar (current year) approved by LBE	April 15
Amended School Calendar (current year) submitted to KDE	May 1
School Calendar (upcoming school year) approved by LBE	May 15
School Calendar (upcoming school year) submitted to KDE	June 1
Amendments to Contracts for Nonresident Students	June 30
Safe Schools Data Report	June 30
Superintendent's Annual Attendance Report (SAAR)	June 30
Kentucky Educational Excellence Scholarship (KEES) Report	June 30

PLANNING THE SCHOOL CALENDAR

Applicable Statutes and Regulations:

KRS 2.110(2)	Holidays
KRS 2.190	Presidential election day
KRS 157.350(2)	Eligibility of districts for participation in fund to support education excellence in Kentucky
KRS 158.060	School month and school day; duty free lunch period; nonteaching time for teachers
KRS 158.070	School term; holidays and days closed; continuing education for certain students
702 KAR 7:125	Pupil Attendance

The local board of education shall adopt a school calendar prior to May 15 of each year for the upcoming school year. The adopted school calendar shall be submitted to the Department of Education prior to June 1. A local school district will not be paid any installment of its Support Education Excellence in Kentucky (SEEK) allotment until the school calendar has been approved by the Department of Education. The School Calendar form is found on page VII-9.

Local school districts should advise parents and students of planned days for make up of instructional time missed due to inclement weather, etc. If the district has planned ten (10) days of make-up in the calendar, this should be clearly communicated to teachers, parents and students at the start of the school year.

GUIDELINES FOR DEVELOPING THE SCHOOL CALENDAR

PART I

Indicate whether a traditional or year-round calendar.

Draw a line through the dates prior to the beginning of the school year, and after the secondary ending date (the secondary ending date includes make-up days planned into the school calendar).

Circle the first day of each school month and write the school month number in the upper left corner.

Dates that have been designated for instruction are left unmarked. The minimum instructional term includes at least one hundred seventy-five (175) six (6) hour instructional days or it's equivalent (1,050

hours) over the school year as approved by the local board of education.

Indicate dates that have been designated holidays in accordance with KRS 158.070(3) with an "H". A maximum of four (4) days of the minimum school term may be designated as holidays. If the local board of education does not dismiss school for permissible holidays, the number of days of actual classroom instruction must be increased accordingly.

Indicate dates that have been designated for professional development in accordance with KRS 158.070(3)(8) with a "P".

Additional teacher work days used for the purposes of planning, parent/teacher conferences, etc. should be designated with a "G".

Indicate opening and closing dates (activity planning) in accordance with KRS 158.070(3) with an "O" and "C" respectively. Opening day must occur prior to the first instructional day and closing must occur after completion of the instructional term (702 KAR 7:125).

The number of professional development, opening and closing (activity planning) and holidays in the minimum 185 day school term are as follows:

Professional Development	[KRS 158.070(3)]	4
Opening/Closing (Activity Planning)	[KRS 158.070(3)]	2
Holidays	[KRS 158.070(3)]	<u>4</u>
		10

Indicate dates that are not included in the school year with an "X".

Indicate dates that have been designated for the make-up of instructional time missed due to emergency in accordance with 702 KAR 7:125 with a red "M". The number of days indicated must be equal to the greatest number of days missed over the past five (5) years.

If scheduled professional development days, holidays, planning, opening and closing days are planned to be used as make-up days, these days must be built back into the school calendar and indicated with a red "P", "H", "O", "G" or "C" respectively.

NOTE:

KRS 2.110 states that no person shall be compelled to labor on Labor Day.

KRS 158.070(5) states that school must be closed the day of a regular election (Tuesday after the first Monday in November).

KRS 158.070(5) states that all schools must be closed for Martin Luther King Day. This day must either be a holiday or a day outside of the minimum school term.

Please be reminded that the minimum school term is one hundred eighty-five (185) days. If the local board of education provides 1,050 hours of instruction in 170 days, for example, the district must be providing five (5) additional professional development or planning days for teachers. In this case, indicate additional professional development with a P as you would other professional development

days. If these days are additional planning days, indicate them with a G.

Schools must be closed for the state KEA meeting and the regional KEA meeting. Districts should contact their regional KEA office for their KEA meeting dates.

PART II

Note dates of planned shortened school days as approved by your local board of education on the back of the calendar. The school day may not be shortened after the calendar has been approved except for emergency reasons (702 KAR 7:125).

Indicate the date and board order number of the calendar approval. Calendars will not be accepted without this information.

SEEK funding will be adjusted proportionately for any district that does not provide the minimum 1,050 hour instructional term.

AMENDED SCHOOL CALENDAR

Amended school calendars must be approved by the local board of education prior to April 15 and submitted to the Department prior to May 1. Local school districts should plan appropriately so that the calendar is approved by the local board of education in time to be submitted to the Department of Education in accordance with the regulatory requirements. Subsequent amendments for the year must be submitted to the Department of Education within five (5) days of the date the local board approved the amendment.

Disaster days approved by the Commissioner of Education in accordance with KRS 158.070 should be designated with a “D” on the amended school calendar.

SHORTENED SCHOOL DAYS



Districts may not shorten the regularly scheduled school day after the school calendar has been approved, except in cases of emergency. An emergency is a local disaster which would endanger the health or safety of children. School days may not be shortened for sports tournaments, funerals, etc.

If a school district or a school within a school district misses a total of five (5) hours or less during the school year on all school days shortened due to an emergency, the hours are not required to be made up. Hours missed beyond the five (5) hours allowed for the year must be made up. All time missed (made up or not) must be reported on the Amended School Calendar.

SEEK funding will be adjusted proportionately for any district that does not provide the minimum 1,050 hour instructional term.

2001-02 SCHOOL CALENDAR

Part I

Traditional Year-round 

District: _____

JULY 2001					
M	T	W	T	F	S
2	3	4	5	6	7
9	10	11	12	13	14
16	17	18	19	20	21
23	24	25	26	27	28
30	31				

AUGUST 2001					
M	T	W	T	F	S
		1	2	3	4
6	7	8	9	10	11
13	14	15	16	17	18
20	21	22	23	24	25
27	28	29	30		

SEPTEMBER 2001					
M	T	W	T	F	S
					1
3	4	5	6	7	8
10	11	12	13	14	15
17	18	19	20	21	22
24	25	26	27	28	29

OCTOBER 2001					
M	T	W	T	F	S
1	2	3	4	5	6
8	9	10	11	12	13
15	16	17	18	19	20
22	23	24	25	26	27
29	30	31			

NOVEMBER 2001					
M	T	W	T	F	S
			1	2	3
5	6	7	8	9	10
12	13	14	15	16	17
19	20	21	22	23	24
26	27	28	29	30	

DECEMBER 2001					
M	T	W	T	F	S
					1
3	4	5	6	7	8
10	11	12	13	14	15
17	18	19	20	21	22
24	25	26	27	28	29
31					

JANUARY 2002					
M	T	W	T	F	S
	1	2	3	4	5
7	8	9	10	11	12
14	15	16	17	18	19
21	22	23	24	25	26
28	29	30	31		

FEBRUARY 2002					
M	T	W	T	F	S
				1	2
4	5	6	7	8	9
11	12	13	14	15	16
18	19	20	21	22	23
25	26	27	28		

MARCH 2002					
M	T	W	T	F	S
				1	2
4	5	6	7	8	9
11	12	13	14	15	16
18	19	20	21	22	23
25	26	27	28	29	30

APRIL 2002					
M	T	W	T	F	S
1	2	3	4	5	6
8	9	10	11	12	13
15	16	17	18	19	20

MAY 2002					
M	T	W	T	F	S
		1	2	3	4
6	7	8	9	10	11
13	14	15	16	17	18

JUNE 2002					
M	T	W	T	F	S
					1
3	4	5	6	7	8
10	11	12	13	14	15

22	23	24	25	26	27
29	30				

20	21	22	23	24	25
27	28	29	30		

17	18	19	20	21	22
24	25	26	27	28	29

2001-02 SCHOOL CALENDAR

Part II

This certifies that the 2001-02 school calendar adopted by the local board of education is in compliance with KRS 158.060, 158.070, and 702 KAR 7:125, and meets instructional time requirements.

A master schedule for each school has been approved and will be retained in the central office.

List below any dates of planned shortened school days, if any.

Board Order #_____ **Date:** _____

KDE Use Only:	
_____	_____
Manager, Attendance and Data Collection	Date

DISASTER DAYS

Applicable Statutes and Regulations:

KRS 158.060(3)	School month and school day; duty-free lunch period; nonteaching time for teachers
KRS 158.070(3)(4)	School term; holidays and days closed; continuing education for certain students
702 KAR 7:125	Pupil Attendance

Only under extreme conditions will a district be excused from the 1,050 hour instructional term. All efforts should be made to house students in a temporary location and conduct regular school activities. A district will not be considered for district-wide disaster days unless it has missed more than twenty (20) teaching days system-wide.

A request for a disaster day for a particular school or schools within a district must be submitted to the Commissioner of Education for consideration. The request should include the school name, description of emergency requiring the closing of the school, description of all efforts made to provide instruction for the students in a temporary setting and a copy of the local board order supporting the request.

CONTRACT FOR NONRESIDENT PUPILS

Applicable Statutes and Regulations:

KRS 157.350(4)	Eligibility of districts for participation in fund to support education excellence in Kentucky
KRS 158.120	Nonresident pupils; tuition
702 KAR 7:125	Pupil Attendance

Contracts for Nonresident Pupils must be submitted to the Department of Education prior to November 1 each year. Names of students included in the contract must be recorded on the back of the contract or on an attached list. A local school district that has entered a contract subject to restrictions of the local board of education must attach a copy of the local board policy pertaining to nonresident students. The Contract for Nonresident Pupils is found on page VII-13.

A local school district may not include any nonresident pupils in its average daily attendance except by written agreement with the Kentucky school district of the pupil's legal residence. A local school district may not include any out-of-state students in its average daily attendance. It is recommended that the local board of education adopt a tuition policy to address nonresident students including residents of other Kentucky districts for whom there is not a contract, and all out of state students.

The number of nonresident noncontract students (in and out-of-state) and total aggregate days attendance must be reported as an adjustment on both the Growth Factor Report and the Superintendent's Annual Attendance Report (SAAR). The aggregate days attendance for these students is deducted prior to calculation of district ADA.

The Kentucky Board of Education recommends that contract agreements be reached by January 1 of the prior year, recognizing that amendments may be necessary as the new school year approaches. In the event an agreement cannot be reached between two (2) districts, either board may appeal to the Commissioner of Education. The Commissioner of Education has thirty (30) days to respond to the appeal, therefore the request must be received prior to October 1. Either board may appeal the Commissioner's decision to the Kentucky Board of Education. The Kentucky Board of Education has sixty (60) days in which to respond to the appeal, therefore, in this instance the original request must be received prior to August 1.

AMENDMENT TO CONTRACT FOR NONRESIDENT PUPILS

Amendments to the Contract for Nonresident Pupils for the current year must be submitted to the Department of Education prior to June 30, along with the Superintendent's Annual Attendance Report. Amendments to Contracts for Nonresident Students may include only those students enrolling after the close of the second school month. Withdrawals of students on contracts should be noted also.

KENTUCKY DEPARTMENT OF EDUCATION
CONTRACT FOR NONRESIDENT PUPILS

_____ - _____ School Year

Instructions:

1. Contracts are required by KRS 157.350, which reads in part: "Each district which meets the following requirements shall be eligible to share in the distribution of funds from the fund to Support Education Excellence in Kentucky...(4) Includes no nonresident pupils in its average daily attendance, except by written agreement with the district of the pupils legal residence..."
2. This contract is to be made in triplicate. One copy is to be filed with the Kentucky Department of Education, together with the attendance report for the first two (2) months of the school term. Each district is to keep a signed copy on file.
3. The board of education of the district where the pupils attend school agrees to make attendance reports at the close of the first two (2) months and at the close of the school term. These reports shall be delivered to the board of education where the pupils legally reside and shall agree with the terms of this contract.
4. The board of education of the district of residence and the board of education of the district providing instruction agree that all contractual terms, supplemental agreements, and other conditions governing this exchange of students are herewith fully disclosed. Copies of all such contracts, agreements, and conditions are attached and made part of this contract for nonresident pupils.
5. Do either parents or either board of education pay tuition for nonresident children? ☒ YES ☒ NO. If "YES", attach a statement disclosing the tuition rate, to whom it is paid and the payment terms.
6. Contract may be written to read "any", "all", or a specific number, subject to restrictions of the local board of education (attach copy of local board policy).

- I The board of education of the _____ school district (district of legal residence of pupils) enters into a contract with the board of education of the _____ school district (district where the pupils attend) to educate _____ (list on back of contract or attach list). This contract further provides that the average daily attendance of the pupil(s) is to be counted in the district where the pupil(s) attend school.
- II The board of education of the _____ school district is to receive transportation credit for _____ pupils reported in Part I, such credit to be calculated in accordance with KRS 157.370.

This contract must be executed below by the board of education where the pupils legally reside:

_____, Chairman	_____ School District
_____, Secretary	_____ Date

This contract must be executed below by the board of education where the pupils will be educated:

_____, Chairman	_____ School District
_____, Secretary	_____ Date

APPEAL FOR TRANSFER OF AVERAGE DAILY ATTENDANCE

Criteria to assess an appropriate transfer include:

KRS 157.350 sets forth the requirements for school districts to participate in the Support Education Excellence in Kentucky (SEEK) program. Section 4 of this statute directs that a local school district may not include nonresident pupils in the average daily attendance count except “under a written agreement with the district of the pupil’s legal residence.” The determination of reciprocal agreements between school districts is a local issue which should be reached by agreement of the school districts involved. In those instances where local school districts cannot reach an agreement, “either board may appeal to the chief state school officer for settlement of the agreement. Either board may appeal the chief state school officer’s decision to the Kentucky Board of Education.” In considering appeals, KRS 157.350(4)(a) states that “the Commissioner of Education and the Kentucky Board of Education shall give preference to the best interest of the individual student.” The guidelines set forth below are provided to assist the chief state school officer and the Kentucky Board of Education in making decisions when faced with a situation in which local school districts cannot reach an agreement concerning nonresident students.

The chief state school officer and the Kentucky Board of Education shall determine appeals under KRS 157.350(4) in accordance with the best interest of the individual student(s) and shall consider all relevant facts pertaining thereto including:

1. The continuity of the individual student’s educational experience;
2. The degree of disruption to the students involved in any change of location;
3. The reason for the student attending school in a district in which they are not residents;
4. The reasons given by the parents for wishing the student to attend a particular school and the reasonableness of those reasons;
5. The degree to which the individual student is involved in a particular educational community through educational and extracurricular activities;
6. Considerations of time and distance;
7. The absence or existence of special programs pertinent to the student’s educational needs;
8. The existence of mental and/or physical barriers as verified by certified specialists;
9. The existence of geographic barriers which isolate a child, create unsafe conditions, or involve problems with time and distance;
10. The availability of classroom space and other educational facilities necessary to the student’s educational program; and,
11. Any other factors which relate to the best interest of the student.

Note: Grandfathering. A student may attend a school district other than the district of residence if the student was in attendance during the 1992-93 school year *and* subsequent years, and has not changed their district of residence.

The following are unacceptable reasons for funds to follow nonresident student transfers:

1. A student may not attend another school district solely because property is owned in that district;
2. Convenience or proximity to a school site shall not by itself be a reason for a student to attend another school district;
3. A student may not attend another school district because friends or relatives live there;
4. A student may not attend a school district other than the school district of residence due to discipline or behavioral problems; and
5. A school district may not appeal for funds to follow a nonresident student if the student was permitted to attend the school district tuition free in a prior year.


The attached guidelines will be used to assess this Appeal for Transfer of Average Daily Attendance for Nonresident Student. Pursuant to KRS 157.350, preference will be given to best interest of the individual student.


This form is to be completed by local district staff and acknowledged by the parent (see signatures on last page).

_____ School Year

Pursuant to KRS 157.350 the _____ Board of Education is appealing the transfer of average daily attendance for Support Education Excellence in Kentucky (SEEK) funding.

Student Name: _____ Current Grade Level: _____

New student 

Current student 

Guideline #1 - Please provide the following information concerning the continuity of the individual student's educational experience:

District of residence:	_____
School of residence:	_____
Years attended:	_____

District to attend:	_____
School to attend:	_____
Years attended:	_____

Guideline #2 - Please describe the degree of disruption to the student in any change of location.

Guideline #3 - Please state the reason for the student attending school in a district in which he/she is not a resident.

Guideline #4 - Please identify the reasons given by the parents for wishing the student to attend this school.

Guideline #5 - Please identify the student's involvement in the educational community through educational and extracurricular activities. (List those activities student is currently involved in for a current student and those of interest for a new student.)

Guideline #6 - Identify the time and distance to travel to school in the district of residence and the school in this district.

Travel to school in district of residence:	Travel to school in this district:
Time (one-way):	Time (one-way):
Distance (one-way):	Distance (one-way):

Guideline #7 - Identify special programs pertinent to the student's educational needs in this district that are not available to the student in the district of residence, if applicable.

Guideline #8 - Identify any mental and/or physical barriers to learning, if applicable. (If mental and/or physical barriers to learning are cited as a reason for appeal, a statement from a certified specialist must accompany this request.)

Guideline #9 - Identify any geographic barriers which isolate the student, create unsafe conditions, or involve problems with time and distance, if applicable.

Guideline #10 - Are classroom space and other educational facilities available in the district of residence?

Guideline #11 - Please identify any other factors which relate to the best interest of the student.

Prepared by:

District Representative

Date

Authorized by:

Parent Signature

Date

A copy of the local board order for this appeal in accordance with KRS 157.350 must accompany this request.

GROWTH FACTOR REPORT

Applicable Statutes and Regulations:

KRS 157.360(8)	Base funding level; adjustment; enforcement of maximum class sizes; allotment of program funds
KRS 159.140(8)	Duties of director of pupil personnel
702 KAR 7:125	Pupil Attendance

The Growth Factor Report is due prior to November 1 of each school year. Attendance information for the first two (2) school months including aggregate days attendance and absence, race and gender count, and adjustments for shared time, nonresident noncontract students, overage and underage students and released time are included in the report. Attendance information is reported by school, grade level and transportation code.

The Growth Factor Report is used to calculate the percentage change in average daily attendance of a district for the first two (2) school months of the current school year and the average daily attendance of the district for the first two (2) school months of the prior school year. Support Education Excellence in Kentucky (SEEK) program base and transportation funds are increased by the percent of increase in accordance with KRS 157.360. Negative changes in growth are not applied in calculating the SEEK program base or transportation funds.

The Growth Factor Report is electronically submitted to the Department of Education by the local school district. File layouts for electronic submission of the Growth Factor Report may be obtained from the Division of Finance, Attendance and Data Collection Branch upon request or via the KDE web site at <http://www.kde.state.ky.us/odss/finance>.

SUPERINTENDENT'S ANNUAL ATTENDANCE REPORT

Applicable Statutes and Regulations:

KRS 157.360(2)	Base funding level; adjustment; enforcement of maximum class sizes; allotment of program funds
KRS 159.140(8)	Duties of director of pupil personnel
702 KAR 7:125	Pupil Attendance

The Superintendent's Annual Attendance Report (SAAR) is due upon completion of the school year, prior to June 30. The following attendance information for the school year is included in the report:

?? School calendar summary	?? Re-entries
?? Aggregate days attendance and absence	?? Withdrawals
?? Entries	
?? Race and gender breakdown	
?? Shared time	
?? Nonresident noncontract students	
?? Over and underage students	
?? Released time	
?? Low attendance days (5)	
?? Weather –related low attendance days (up to 10)	
?? Drop out questionnaire summary	

Attendance information is reported by school, grade level and transportation code. The Superintendent's Annual Attendance Report provides attendance information for the district and is used to calculate the district's enrollment, membership, average daily membership (ADM), and percent of attendance. Information from this report is combined with suspension and expulsion data submitted on the Safe Schools Data Report for calculation of the district's average daily attendance (ADA).

The SEEK funding formula provides the local school district an amount equal to the base funding level for each pupil in average daily attendance the previous year. The district's base funding level is then adjusted for the number of at-risk students (those approved for free lunch), the number and types of exceptional children in the district, home and hospital and transportation costs. The base funding level for 2001-2002 is \$3,066.

The Superintendent's Annual Attendance Report is electronically submitted to the Department of Education. File layouts for electronic submission of the Superintendent's Annual Attendance Report may be obtained from the Division of Finance, Attendance and Data Collection Branch upon request or via the KDE web site at <http://www.kde.state.ky.us/odss/finance>.

HOME AND HOSPITAL PROGRAM

Applicable Statutes and Regulations:

KRS 157.270	Instruction in child's home or hospital
KRS 157.360(12)	Base funding level adjustment; adjustment; enforcement of maximum class sizes; allotment of program funds
KRS 159.030(1d)(2)(3)	Exemptions from compulsory attendance
704 KAR 7:120	Home/Hospital Instruction

Elementary home and hospital students are enrolled in school 998 and secondary home and hospital students are enrolled in school 999 for recording and reporting purposes. Students must receive a minimum of two (2) visits each week with a minimum of one (1) hour of instruction each visit in accordance with KRS 157.270. Compliance with the minimum criteria equates to thirty (30) hours of instruction per week.

Daily instructional time provided by teachers is to be recorded on the home and hospital form provided by the Division of Student, Community and Family Support Services. School months must be clearly indicated on the form.

Home and hospital students are funded an additional amount equal to the base funding level (\$3,066) less capital outlay (\$100). The home and hospital add-on for the SEEK funding formula is calculated from the end of year home and hospital ADA reported on the Superintendent's Annual Attendance Report.

All applicable statutes and regulations governing operation of a home and hospital program must be complied with.

Inquiries concerning operation of a home and hospital program may be directed to Terry Vance, School Health Services Consultant, Division of Student, Community and Family Support Services, Capital Plaza Tower, 17th Floor, 500 Mero Street, Frankfort, Kentucky 40601 (☎ 502-564-3678).

CALCULATION OF DAILY ATTENDANCE

Applicable Statutes and Regulations:

KRS 158.060	School month and school day; duty-free lunch period; nonteaching time for teachers
KRS 159.150	Definitions of truant, habitual truant and being tardy; adoption of truancy policies by local school boards
702 KAR 7:125	Pupil Attendance

702 KAR 7:125 requires elementary schools to check attendance once in the morning and once in the afternoon. Middle and high schools are required to check attendance each class period. All schools must maintain an entry and exit log (see page VII-24).

The minimum *instructional* term as defined in KRS 158.060 includes one hundred seventy-five (175) six (6) hour days of actual school work or its equivalent over minimum school term as approved by the local board of education. Actual school work includes those activities defined in 702 KAR 7:125. Lunch, recess, breaks and passing time in excess of the five (5) minutes allowed between classes, and any other activities not specified in 702 KAR 7:125 are not included in the minimum instructional day.

A pupil absent less than thirty-five percent (35%) of the regularly scheduled school day is recorded tardy. A pupil absent thirty-five to eighty-four percent (35-84%) of the regularly scheduled school day is recorded absent for one-half day. A pupil absent greater than eighty-four (84%) of the regularly scheduled school day is recorded absent for one full day. All calculations are made based on the cumulative time missed during the regularly scheduled *school* day.

The percentage criteria are applicable regardless of the length of the scheduled school day and applies to all grade levels including entry level through the twelfth grade.

Sample daily schedules and calculations are discussed below:

- ?? A district operating on a six and a half (6 1/2) hour day, every day, will record attendance as follows:
- ?? If a student is absent 1½ hours, the student is absent 23% of time and is recorded tardy.
- ?? If a student is absent 3 hours, the student is absent 46% of time and is recorded absent one-half day.
- ?? If a student is absent 4½ hours, the student is absent 69% of time and is recorded absent for one half day.
- ?? If a student is absent 6 hours, the student is absent 92% of time and is recorded absent for the full day.

A district that schedules school for seven (7) hours Monday through Thursday, and three (3) hours on Friday as approved by the local board of education, the calculation is as follows:

- ?? If a student is absent 1½ hours on Monday, the student is absent 21% of time and is recorded tardy.
- ?? If a student is absent 1½ hours on Friday, the student is absent 50% of time and is recorded absent one-half day.
- ?? If a student is absent 3 hours on Monday, the student is absent 42% of time and is recorded absent one-half day.
- ?? If a student is absent 3 hours on Friday, the student is absent 100% of time and is recorded absent for the full day.
- ?? If a student is absent 4½ hours Monday, the student is absent 64% of time and is recorded absent for one-half day.
- ?? If a student is absent 6 hours of time on Monday, the student is absent 85% of time and is recorded absent for the full day.

A three (3) hour entry level program will record attendance as follows:

- ?? If a student is absent .5 hour, the student is absent 16% of time and is recorded tardy.
- ?? If a student is absent 1½ hours, the student is absent 50% of time and is recorded absent one-half day.
- ?? If a student is absent 3 hours, the student is absent 100% of time and is recorded absent for the full day.

Tardy, one-half day and full day absences must be recorded on the Record of Daily Attendance (PA-2).

The local school district may use the traditional T, ½ (or .5) and 1, or may develop a set of codes to meet their specific needs, however, a standard set of codes must be used district-wide.

STUDENT ENTRY AND EXIT LOG

Applicable Statutes and Regulations:

702 KAR 7:125

Pupil Attendance

Each school must maintain a student entry and exit log which includes the date, student name, grade/homeroom, time of late arrival, time of early departure, parent/guardian signature and any other information required by the local board of education.

For example:

[illegible]

School staff must ensure that the entry and exit logs are consistently used and properly completed. Student entry and exit logs and daily and class absentee lists must be retained a minimum of two (2) full school years (current year and prior two (2) years).

SCHOOL SCHEDULE

Applicable Statutes and Regulations:

702 KAR 7:125

Pupil Attendance

Each school must have a schedule available that indicates instructional and non-instructional time periods. This applies to grade levels EL through 12. If entry level students are on a schedule separate from the upper elementary, a separate schedule must be provided. An example of an instructional time schedule follows:

COUNTY HIGH SCHOOL			
2001-2002			
TIME	GROUP I	GROUP II	GROUP III
7:30	Buses Unload	Buses Unload	Buses Unload
8:00	Block I Classes Begin	Block I Classes Begin	Block I Classes Begin
9:30	Block I Classes End	Block I Classes End	Block I Classes End
	Break	Break	Break
9:45	Block II Classes Begin	Block II Classes Begin	Block II Classes Begin
11:25	Block II Classes End Lunch Begins	Block II Classes End	Block II Classes End
11:30		Block III Classes Begin	Block III Classes Begin
11:55	Lunch Ends		
12:00	Block III Classes Begin		
12:10		Block III Classes Suspend Lunch Begins	
12:40		Lunch Ends	
12:45		Block III Classes Resume	
1:00			Block III Classes End Lunch Begins
1:30	Block III Classes End	Block III Classes End	Lunch Ends
1:35	Block IV Classes Begin	Block IV Classes Begin	Block IV Classes Begin
3:00	Block IV Classes End Students Dismissed	Block IV Classes End Students Dismissed	Block IV Classes End Student Dismissed

OVERAGE AND UNDERAGE STUDENTS

Applicable Statutes and Regulations:

KRS 158.030(1)	"Common school" and "primary school program" defined; who may attend
KRS 158.100	Program required to be provided by school district; additional programs permitted
702 KAR 7:125	Pupil Attendance

Any child who is five (5) years of age or may become five (5) years of age by October 1 may enter the primary school program. If a local school district enrolls an underage child in the entry level of the primary program, total aggregate days attendance for the child must be submitted as an adjustment on the Growth Factor Report and Superintendent's Annual Attendance Report.

Example: A child enrolled in the entry level program during the school year turns five (5) on November 1. This child is underage. Assuming the child attended 163 days from his date of enrollment, 163 aggregate days attendance must be submitted as an adjustment to ADA.

Any child who is six (6) years of age or may become six (6) years of age by October 1 may enter the second level (P2) of the primary school program. If a local school district enrolls an underage child in the primary program, total aggregate days attendance for the child must be submitted as an adjustment on the Growth Factor Report and Superintendent's Annual Attendance Report.

Example: A child enrolled in the entry level program during the school year turns six (6) on November 1. This child is underage for the P2 level. Assuming the child attended 172 days from his date of enrollment, 172 aggregate days attendance must be submitted as an adjustment to ADA.

Local school districts are required to provide high school services for all children of high school grade under twenty-one (21) years of age. Upon turning twenty-one (21) the aggregate days attendance must be submitted as an adjustment on the Growth Factor Report and Superintendent's Annual Attendance Report.

Example: A student enrolled in a school in the district during the school year turns twenty-one (21) on May 20. Assuming the last day for students is May 24, five (5) aggregate days attendance must be submitted as an adjustment to ADA.

RELEASED TIME

Applicable Statutes and Regulations:

KRS 158.060	School month and school day
702 KAR 7:125	Pupil Attendance
707 KAR 1:230	Delivery of Services

If a student has approved absences on a regular basis for one (1) or more periods for the majority of days in a school month, the absences must be reported as released time. Aggregate days released must be submitted as an adjustment on the Growth Factor Report and Superintendent's Annual Attendance Report. Exceptional children that have a shortened school day approved by the Commissioner of Education are an example of students for which this is applicable.

Example: An exceptional child has an approved shortened school day of 8:30-12:00 which includes three (3) hours of instructional time. The student attended 165 days of the school year and was released three (3) hours each day. The students total hours released are divided by six (6) for an aggregate days released of 86. The local school district must have an approval letter from the Commissioner of Education on file for the student for the current school year.

NONRESIDENT NONCONTRACT STUDENTS

Applicable Statutes and Regulations:

KRS 157.350(4)	Eligibility of districts for participation in fund to support education excellence in Kentucky
KRS 158.120	Nonresident pupils; tuition
702 KAR 7:125	Pupil Attendance

Total aggregate days attendance for all nonresident students for whom there is not a written agreement with the district of the student's legal residence and total aggregate days attendance for all out-of-state students must be submitted as an adjustment on the Growth Factor Report and Superintendent's Annual Attendance Report.

Example: A child lives in County One is enrolled in school in County Two. County One and County Two do not have a reciprocal agreement. Assuming the child attended 162 days out of 175 days, 162 aggregate days attendance must be submitted as an adjustment to ADA. The same principal applies to all out-of-state students.

LOW ATTENDANCE DAYS

Applicable Statutes and Regulations:

KRS 157.320(1)	Definitions for KRS 157.310 to 157.440
702 KAR 7:125	Pupil Attendance

The aggregate days attendance for the five (5) lowest attendance days district-wide, when all schools are in session, are submitted to the Department of Education as an adjustment on the Superintendent's Annual Attendance Report (SAAR). This information is used to reduce both the total aggregate days attendance and the number of days taught prior to the calculation of the districts average daily attendance (ADA).

WEATHER-RELATED LOW ATTENDANCE DAYS

Applicable Statutes and Regulations:

KRS 157.320(1)(17)	Definitions for KRS 157.310 to 157.440
702 KAR 7:125	Pupil Attendance

After the five (5) lowest days (above) have been deducted, the district may request an adjustment for up to ten (10) additional days when attendance was low district-wide due to weather-related conditions, and all schools were in session. Submittal of this information on the Superintendent's Annual Attendance Report is considered the district's request for consideration.

These are days when attendance was low due to weather-related conditions. The district average daily attendance on these dates must be lower than the prior year average daily attendance in order to be submitted and considered.

The aggregate days are deducted and replaced with prior year average daily attendance (ADA) prior to calculating the district's ADA. The district must keep documentation in the central office supporting that attendance on the specified dates was low due to weather-related conditions.

SUSPENSIONS

Applicable Statutes and Regulations:

KRS 157.320(1)(a) Definitions for KRS 157.310 to 157.440

702 KAR 7:125 Pupil Attendance

In accordance with 702 KAR 7:125, one-half day suspensions are indicated on the Record of Daily Attendance (PA-2) with a "N". Full day suspensions are coded on the Record of Daily Attendance with an "S". Suspensions are considered unexcused absences in accordance with 702 KAR 7:125.

The local school district may receive funding for up to ten (10) days for a child who has been suspended. For example, if a student was suspended a total of three (3) days during the school year, three (3) days are eligible for funding. If a student was suspended a total of 14 days during the school year, ten (10) days are eligible for funding.

The aggregate days suspended and eligible days suspended are submitted to the Department of Education on the Safe Schools Data Report due June 30. This information is used to adjust the total aggregate days attendance submitted on the Superintendent's Annual Attendance Report (SAAR) prior to the calculation of the districts average daily attendance (ADA).

EXPULSIONS

Applicable Statutes and Regulations:

KRS 157.320(1)(b)	Definitions for KRS 157.310 to 157.440
KRS 158.150a	Suspension or expulsion of pupils
702 KAR 7:125	Pupil Attendance

Expelled students must be recorded in the proper group code (See pg. VII-38) in accordance with 702 KAR 7:125. The beginning and ending date of the expulsion are indicated when the student is entered in the group code. The local school district may received funding for up to 175 days that a student is expelled.

The aggregate days attendance and absence during the expulsion period are submitted to the Department of Education on the Safe Schools Data Report due June 30. This information is used to adjust the total aggregate days attendance submitted on the Superintendent's Annual Attendance Report prior to the calculation of the districts average daily attendance (ADA).

SHARED TIME

Applicable Statutes and Regulations:

KRS 158.060	School month and school day
702 KAR 7:125	Pupil Attendance

If a student enrolled in a nonpublic school is served by the public school district, the aggregate days attendance in the public school may be included in the district's ADA. Aggregate days attendance is submitted as an adjustment on the Growth Factor Report and Superintendent's Annual Attendance Report. A child enrolled in a private school being served under Title I is an example of a shared time student.

Example: A child enrolled in a nonpublic school attends the public school one (1) hour a day for a Title I program for 168 days of the school year. This student's hours of attendance are divided by six (6) to get an aggregate days attendance of 28.

STUDENT DROP OUT QUESTIONNAIRE

Applicable Statutes and Regulations:

KRS 159.010	Parent or custodian to send child to school; age limits for compulsory attendance; notification and counseling prior to withdrawal
KRS 159.140	Duties of director of pupil personnel
702 KAR 7:125	Pupil Attendance

The student dropout questionnaire must be completed by *all* students that drop out of school to determine their reason for leaving, in accordance with KSR 159.140. Administrative Regulation 702 KAR 7:125 provides for school guidance counselors to complete this questionnaire at the one (1) hour counseling session with students and parents prior to dropping out of school as mandated in KRS 159.010. This questionnaire should be retained in the student's permanent file. The Student Dropout Questionnaire form is found on page VII-32.

A questionnaire should be completed for all students that withdraw using a W06, W07, W13, W16, W18, or XP3 code.

Information must be complete and accurate. The information from these questionnaires must be aggregated for reporting to the local board of education and the Department of Education on the Superintendent's Annual Attendance Report (SAAR) in accordance with KRS 159.140.

Student Dropout Questionnaire

In accordance with KRS 159.140 and 702 KAR 7:125

District: _____

School: _____

Student: _____

Grade Level: _____

Age: 16 ☐ 17 ☐ 18 or over ☐

What is the *primary* reason the student is withdrawing from school? (check one)

Course selection ☐

Employment ☐

Student/teacher conflict ☐

Marriage ☐

Failing classes ☐

Pregnancy ☐

Boredom ☐

Illness ☐

Was the student in an alternative setting prior to withdrawal from school? Yes ☐ No ☐

If no, was an alternative setting available? Yes ☐ No ☐

Had the student received individual counseling prior to this meeting? Yes ☐ No ☐

Was the student involved in school sponsored extracurricular activities? Yes ☐ No ☐

Does the student have an educational disability requiring an IEP? Yes ☐ No ☐

Has the student ever been suspended? Yes ☐ No ☐

If yes, how many times? _____

Has the student ever been expelled? Yes ☐ No ☐

If yes, how many times? _____

Is the student eligible for the free/reduced lunch program? Yes ☐ No ☐

Does the student plan to earn a GED? Yes ☐ No ☐

Optional:

What is the highest level of education completed by either parent/guardian? (check one)

Elementary School ☐ Middle School ☐ High School ☐ College ☐ Graduate School ☐

Student Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

Guidance Counselor : _____ Date: _____

For District Use only:

Core Content Reading Performance Level:

Guidance Counselor Comments:

CALCULATION OF ATTENDANCE STATISTICS

Applicable Statutes and Regulations:

KRS 157.320(1)(15)	Definitions for KRS 157.310 to 157.440
KRS 157.360	Eligibility of districts for participation in fund to support education excellence in Kentucky
702 KAR 7:125	Pupil Attendance

Average Daily Attendance =
$$\frac{\text{Aggregate Days Attendance}^*}{\text{Number of Days Taught} - \text{Members of Low Attendance Days}}$$

Average Daily Membership =
$$\frac{\text{Aggregate Days Attendance} + \text{Aggregate Days Absence}}{\text{Number of Days Taught}}$$

Enrollment =
$$E1 + E2 + E3$$

Membership =
$$E's + R's - Ws$$

$$\text{Males} + \text{Females}$$

Percentage of Attendance =
$$\frac{\text{Aggregate Days Attendance}}{\text{Aggregate Days Attendance} + \text{Aggregate Days Absence}}$$

Daily Rate of SEEK Funding Per Pupil =
$$\frac{\text{Total Adjusted SEEK Per Pupil}^{**}}{\text{Days taught per year}}$$

*Aggregate days attendance - released days - over/underage days - nonresident days - low attendance days - current year weather day aggregates + shared days + suspensions + expulsions - ½ EL adjusted days + prior year ADA (for weather replacement)

**Total Adjusted SEEK Per Pupil from the Calculation for the Final Allotment of the Fund to Support Education Excellence in Kentucky

ENTRY, RE-ENTRY AND WITHDRAWAL CODES

Applicable Statutes and Regulations:

KRS 159.170

Withdrawals and transfers; teachers to investigate and report

702 KAR 7:125

Pupil Attendance

ENTRIES:

E01 - A pupil enrolled for the first time during the current year in either a public or nonpublic school in the United States.

E02 - A pupil previously enrolled during the current school year in either a public or nonpublic school in another state who was not previously enrolled in Kentucky during the current school year.

E03 - A pupil enrolling for the first time during the current school year in either a public or nonpublic school, who has withdrawn as a W06, W07, W13, W16, or W18 during the previous school year.

RE-ENTRIES:

R01 - A pupil received from another homeroom in the same school.

R02 - A pupil received from another public school in the same public school district.

R03 - A pupil received from a nonpublic school in the same public school district.

R04 - A pupil received from a public school in Kentucky outside this public school district.

R05 - A pupil received from a nonpublic school in Kentucky outside this public school district.

R06 - A pupil re-entering the school after withdrawal from a school district in Kentucky during the current school year who has not entered any other school during the intervening period.

R07 - A pupil received from a school in another state after having been previously enrolled during the current school year in Kentucky as an E01, E02 or E03.

R10 - An expelled pupil received from a state agency in the current school year prior to the completion of the expulsion period.

R11 - An expelled pupil received in the current school year, from a regional alternative facility not run by the expelling local school district, prior to the completion of the expulsion period.

WITHDRAWALS:

W01 - A pupil transferred to another homeroom in the same school. The re-entry code to use with W01 shall be R01.

W02 - A pupil transferred to another public school in the same public school district. The re-entry code to use with W02 shall be R02.

W03 - A pupil transferred to a nonpublic school in this public school district. The re-entry code to use with W03 shall be R03.

W04 - A pupil transferred, without change of residence, to a school outside this public school district. The re-entry code to use with W04 shall be R04, R05, or R07.

W05 - A pupil who has moved out of this public school district and for whom a request for student records has been received or enrollment has been substantiated. The re-entry code to use with W05 shall be R04, R05 or R07.

W06 - A pupil who is 16, but not yet 18 years of age and has withdrawn. The re-entry code to use with W06 shall be R06.

W07 - A pupil withdrawn due to those communicable medical conditions that pose a threat in school environments listed in 902 KAR 2:020, Section 2(1), accompanied by a doctor's statement certifying the condition, or any other health related conditions for which the student is too ill to participate in regular school attendance or local homebound instructional services, accompanied by a doctor's statement certifying the condition. The re-entry code to use with W07 shall be R06.

W08 - A pupil withdrawn due to death.

W09 - A pupil graduated prior to the end of the school term or year.

W10 - A pupil who has been expelled for behavioral reasons withdrawn to a state agency. The re-entry code to use with W10 shall be R3 or R5 if the student returns to the expelling local school district in the current school year after the expulsion period has been completed. The re-entry code to use with W10 is R10 if the student returns to the expelling local school district in the current school year prior to completion of the expulsion period.

W11 - A pupil who has been expelled for behavioral reasons withdrawn to a regional alternative facility not run by the expelling local school district. The re-entry code to use with W11 shall be R4 if the student returns in the current school year after the expulsion period has been completed. The re-entry to code to use with W11 is R11 if the student returns in the current school year prior to completion of the expulsion period.

W12 - A pupil under the jurisdiction of the court. The re-entry code to use with W12 shall be R06. For end of year adjustments for accountability purposes a W12 shall be recorded as a W16 if the district cannot substantiate enrollment in the proper educational setting as designated by the court.

W13 - A pupil withdrawn for a second or subsequent time who initially withdrew as a W06, W07, W13, W16 or W18, and has previously been reported as a drop out for accountability purposes. The re-entry code to use with W13 shall be R06.

W16 - A pupil who has moved out of this public school district for which enrollment elsewhere has not been substantiated. For end of year adjustments for accountability purposes, the W16 code shall be applicable to pupils enrolled at the end of the previous school year who failed to enroll in this or any other school district at the beginning of the current school year.

W17 - An entry level student in the primary program withdrawn during the first two (2) school months due to immaturity or mutual agreement by the parent guardian or other custodian, and the school in accordance with 704 KAR 5:060.

W18 - A pupil eighteen (18) years of age who has withdrawn. The re-entry code to use with W18 shall be R06.

Entry, re-entry and withdrawal codes (complete code including letter and numbers) must be recorded on the Record of Daily Attendance (PA-2) on the date of activity. Withdrawal information must be retained in the student's permanent folder in accordance with 702 KAR 7:125.

SUSPENSION AND EXPULSION CODES

Applicable Statutes and Regulations:

KRS 157.320(1)(15)	Definitions for KRS 157.310 to 157.440
KRS 158.150	Suspension or expulsion of pupils
702 KAR 7:125	Pupil Attendance

The following codes are used to indicate the **suspension** status of students:

- S - A student suspended from school for one (1) full day, and
- N - A student suspended from school for one-half (½) day

Suspensions are considered an unexcused absence in accordance with 702 KAR 7:125. Suspensions must be recorded on the Record of Daily Attendance (PA-2).

The following group codes are used to indicate the **expulsion** status of students:

XP1 - A student expelled from school during the current school year for behavioral reasons, being provided educational services by the expelling local school district.

XP2 - A student expelled from another local school district during the current school year for behavioral reasons, being provided educational services by a regional alternative facility not run by the expelling local school district.

XP3 - A student expelled from school during the current school year for behavioral reasons, not being provided educational services.

XE1 - A student expelled from school during the prior school year for behavioral reasons whose expulsion extends into the current school year and is being provided educational services by the local school district.

XE2 - A student expelled from another local school district during the prior school year for behavioral reasons whose expulsion extends into the current school year and is being provided educational services by a regional alternative facility not run by the expelling local school district.

XE3 - A student expelled from school during the prior school year for behavioral reasons whose expulsion extends into the current school year and is not being provided educational services.

These expulsion codes are group codes. The student remains enrolled and entered into the appropriate group. A withdrawal code is used when a student is expelled to a state agency (W10) or regional alternative facility not run by the expelling school district (W11).

ETHNIC CODES

Applicable Statutes and Regulations:

702 KAR 7:125

Pupil Attendance

The following ethnic codes shall be used to indicate the ethnic origin of pupils **until June 30, 2002**:

1 - White (not Hispanic) - A person having origins in any of the original peoples of Europe, North Africa or the Middle East

2 - Black (not Hispanic) - A person having origins in any of the black racial groups of Africa

3 - Hispanic - A person of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture of origin regardless of race

4 - Asian or Pacific Islander - A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands

5 - American Indian or Alaskan Native - A person having origins in any of the original peoples of North America, and who maintains cultural identification through tribal affiliation or community recognition

6 - Other

The following ethnicity and race codes shall be used to indicate the ethnic origin of pupils **after June 30, 2002**:

Ethnic Codes:

H - Hispanic or Latino - A person of Mexican, Puerto Rican, Cuban, South or Central American, or other Spanish culture or origin, regardless of race

N - Not Hispanic or Latino

Race Codes:

W - White - A person having origins in any of the original peoples of Europe, North Africa or the Middle East.

B - Black or African American - A person having origins in any of the black racial groups of Africa.

H - Native Hawaiian or Other Pacific Islander - A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

A - Asian - A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.

I - American Indian or Alaska Native - A person having origins in any of the original peoples of North America and South America (including Central America), and who maintains tribal affiliation or community attachment.

Beginning July 1, 2002 the aforementioned codes will be used to indicate ethnicity and race. All students must be identified as either Hispanic or not Hispanic ethnicity. A race must be indicated for all students. There is not a multiracial category, but students must be allowed to indicate more than one (1) race when they self-identify. Local school districts must be able to identify the number of students that have selected more than one (1) racial category as described in this section.

TRANSPORTATION CODES

Applicable Statutes and Regulations:

KRS 157.370 (3)	Allotment of transportation units
702 KAR 5:020	Program cost calculation
702 KAR 5:100	Handicapped, reimbursement for

Aggregate days attendance and absence are reported to KDE by school, grade level and transportation code. Transportation codes are as follows:

- T-1 - A student transported over one (1) mile twice daily
- T-2 - A student transported less than one (1) mile twice daily
- T-3 - A student transported over one (1) mile once daily
- T-4 - A student transported less than one (1) mile once daily
- T-5 - Handicapped student transported by special vehicle
- NT - Nontransported student

For reporting purposes, T-3 aggregate days attendance is divided evenly (50/50) between T-1 and NT; T-4 aggregate days attendance is divided evenly (50/50) between T-2 and NT. Aggregate days attendance by transportation category is forwarded to the Division of Transportation by the Division of Finance for calculation of the transportation allotment of the SEEK calculation.

Students designated T5 must have this requirement clearly stated in their IEP.

The Division of Transportation recommends that individual student transportation codes be verified **at least** once a semester. Inaccurate coding of transportation may result in a proportional reduction of the transportation allotment of the SEEK calculation. Questions concerning transportation codes and assignment may be directed to Mike Roscoe, Director, Division of Transportation, 500 Mero Street, 15th Floor, Frankfort, Kentucky 40601 (☎ 502-564-4718).

SCHOOL CODES

The School Data File (SDF) is the official record of public schools in Kentucky. Local school districts are to notify the Department when a new school is established, an existing school is closed or there is a change in grade level distribution of a school.

The School Data File is used to verify validity of schools reported on the Superintendent's Annual Attendance Report (SAAR), Growth Factor Report, and all reports collected by the Division of Finance. If the district has not informed the Department of any changes in their school(s), it may result in errors on any reports processed by the Division of Finance. For this reason, it is imperative that schools notify the Department when there are openings, closings or modifications of schools in their district.

Questions concerning the assignment of school numbers and federal organization codes, should be directed to Angela Walldridge, 500 Mero Street, 17th Floor, Frankfort, Kentucky 40601 (☎ 502-564-5279).

REQUESTING A SCHOOL NUMBER

?? A school should be considered as a “population of students”, rather than a building.

?? The Division of Assessment Implementation has the responsibility to assign school numbers to local school districts.

?? The following staff should be included in the decision-making process at the local school district level before requesting a new school number from the Kentucky Department of Education: Superintendent, Director of Pupil Personnel, District Assessment Coordinator, Finance Officer (others may be included as deemed necessary by the superintendent).

The following points should be considered before requesting a new school number:

?? 703 KAR 5:040 (definition of A1 – A6 schools)

?? Attendance (withdrawal & re-entry)

?? Attendance reports

?? Consolidated Plans

?? Assessment/Accountability – 703 KAR 5:020, (Section 6) Reconfiguration requirements

?? Facilities Plans (Facilities plan should be consistent with configuration of school. If they differ for accountability purposes, a waiver is required to be considered by the Kentucky Board of Education.)

?? Safe Schools reporting

?? Non-academic indicators

?? SBDM Council

?? Teacher Internship

?? School Calendar

?? Instructional services

?? Transportation

?? The superintendent should submit the school name, school address, city/state/zip, phone number, grade range, type of school (see attachment A), effective date of activation, and the contact person in writing to Angela Walldridge via e-mail, fax (502-564-5279), or mail to the 17th Floor, Capital Plaza Tower, 500 Mero Street, Frankfort, KY 40601.

?? Numbers are randomly assigned by the SRIM (Statewide Reporting Information Management) database and your superintendent will be advised within five (5) working days of KDE's receipt of the request unless notified otherwise.

CODE	TYPE OF SCHOOL
A1	District operated general program school or multi-program school
A2	District operated vocational-technical school. (Same as C2 except local management, funding and staff.) Membership counted in other schools.
A3	District operated special education school (totally special ed.)
A4	District operated headstart/preschool
A5	Alternative school
A6	Alternative program – District operated instructional program in a non-district operated institution or facility.
B1	Laboratory or training school in state operated college or university
B2	Laboratory or training school in private college or university
C1	State operated state vocational technical schools
C2	State operated area vocational education centers
C3	State operated vocational programs in colleges or universities
C4	State operated vocational health occupational schools
C5	State vocational programs (other)
D1	State Department of Education operated schools (blind & deaf)
F1	Federal Dependent Schools (Ft. Knox & Ft. Campbell)
J1	Roman Catholic
M1	Other religions
M2	Seventh Day Adventist (SDA)
R1	Private, non-church related

“A” schools are considered “public”, all others are “non-public”, non-A1 schools.

FEDERAL ORGANIZATION CODES

- 100 - Early Childhood Education School - A school composed entirely of any span of grades below grade one.
- 106 - Elementary School - A school composed of any span of grades below grade nine except Early Childhood Education Schools, middle or upper elementary schools and junior high schools.
- 105 - Middle School or Upper Elementary School - A school having a span of grades within grades 5 through 8 inclusively. Usually has grades 7 and 8 or 6, 7, and 8, but never grade 9.
- 107 - Junior High School - A school having a span of grades usually including grades 7 and 8 and always includes grade 9.
- 108 - Senior High School - A secondary school offering the final three years of high school work necessary for graduation and invariably preceded by a junior high school (Example: A 10 through 12 high school).
- 109 - Junior-Senior Combined or Undivided High School - This code includes a secondary school organized on a junior-senior basis and administered under one head as one unit, or a school organized under one principal which includes more than four grades and is not divided on a junior and senior basis (Example: 6-6 plans).
- 110 - Four Year High School - A four year secondary school immediately following the elementary school (as in an 8-4 plan) or a 7-8 middle school (as in a 6-2-4 plan).
- 111 - Incomplete Regular High School - A secondary school which offers less than four full years of work beyond grade eight in a school system not having junior high schools. (These are sometimes called truncated high schools.) In addition, newly organized high schools that ultimately will have additional grades should be included in this category.
- 115 - Includes all area vocational schools, extension centers, and health occupational schools with grade ranges 09-AE.
- 116 - Includes programs in colleges, grade range AE-AE.

Questions concerning the assignment of school numbers and federal organization codes, should be directed to Angela Waldrige, 500 Mero Street, 17th Floor, Frankfort, Kentucky 40601 (☎ 502-564-5279).

STUDENT IDENTIFICATION NUMBERING SYSTEM

Applicable Statutes and Regulations:

KRS 156.160 (1d)

Promulgation of administrative regulations by KBE

A statewide numbering system has been established which encourages consistent use of student identification numbers throughout the state. Local school districts are to use the student's social security number as the student identification number unless a student does not have a social security number or a parent chooses not to disclose their child's social security number. In the event a social security number is not provided, a ten (10) digit identification number in the following format should be utilized:

AAABBBCCCC, where

AAA =	District Code of entry
BBB =	School Code of entry
CCCC =	Incremented number

This allows 9,999 students to be assigned an identification number specific to a district and school. The ten (10) digit number is only needed for those students that do not provide a social security number. This numbering system should be used consistently throughout each school district in the state. The number, whether the nine (9) digit social security number or the ten (10) digit assigned number, is to remain with the child as their identification number throughout their school career. Students that are assigned a ten (10) digit identification number, are to keep the identification number originally assigned to them; the identification number does not change each time the student changes schools.

NATIONALITY CODES

Applicable Statutes and Regulations:

KRS 159.250

Nature of Census

The following codes are to be used to identify parent nationality. For purposes of the school census, nationality is defined as national status, or specifically, a legal relationship involving allegiance on the part of an individual and usually protection on the part of the state, or membership in a particular nation; citizenship.

<i>Country</i>	<i>Code</i>
Bosnia and Herzegowina	BA
Cambodia	KH
China	CN
Cuba	CU
Germany	DE
India	IN
Iran	IR
Iraq	IQ
Japan	JP
Kazakhstan	KZ
Korea, Democratic People's Republic of	KP
Korea, Republic of	KR
Laos People's Democratic Republic	LA
Mexico	MX
Pakistan	PK
Philippines	PH
Saudi Arabia	SA
Somalia	SO
Russian Federation	RU
Thailand	TH
Ukraine	UA
United States	US
Viet Nam	VN
Other	OT

ATTENDANCE AUDITS

Applicable Statutes and Regulations:

KRS 159.170

Withdrawals and transfers; teachers to investigate and report

702 KAR 7:125

Pupil Attendance

A minimum of 25 percent (25%) of local school districts are audited each school year. The purpose of the attendance audit is to ensure district compliance with current statutes and regulations. Average daily attendance (ADA) is the basis of the SEEK funding program, KETS offers of assistance and other programs. It is therefore imperative that districts maintain accurate records and develop procedures and policies in accordance with current statutes and regulations.

The auditor reviews all areas of student attendance both at the school and central office level. Current and prior year information must be available for review. Audit procedures are briefly discussed below:

CENTRAL OFFICE

Calendar

- ?? Are school master schedules, approved by the LBE, in the central office as stated in the calendar?
- ?? Have any days been canceled or shortened as of the audit date? For what reason?
- ?? What is the plan to make-up the time missed?

Reports

- ?? Is a continuous census listing including the name, date of birth and sex of each child; name, nationality and post office address of each parent/guardian; school district in which the child resides; and school district in which the child is enrolled available? [KRS 159.250]
- ?? Do any schools in the district employ a centralized attendance system? [KRS 161.200(2)]
- ?? Is a list designating the certified person responsible for auditing and certifying attendance documents for each school on file? [KRS 161.200 (2)]
- ?? Are private/parochial/home school enrollment reports including the names, ages and place of residence of enrolled students available? [KRS 159.160]
- ?? Are records retained in accordance with Retention Schedule (1988) and 702 KAR 7:125?

Home and Hospital

- ?? Do the Teacher's Monthly Reports agree with aggregate days attendance recorded on Record of Daily Attendance (PA-2)?
- ?? Is all required information on file to verify student's eligibility for home and hospital? [704 KAR 7:120]
- ?? Is attendance properly recorded? [KRS 157.270]

Nonresident Contracts

- ?? Are Contracts for Nonresident Pupils and amendments on file for all nonresident students for whom ADA is being claimed? [KRS 157.350(4), 702 KAR 7:125]
- ?? Are any out-of-state students enrolled in the district?
- ?? Are any other out of district students (Kentucky residents) enrolled in the district for whom there is no contract?
- ?? Has the local board of education approved a tuition policy for noncontract students (in and out of state)? [KRS 158.120]
- ?? Have the aggregate days attendance for nonresident noncontract students been submitted as an adjustment on reports filed with KDE? [702 KAR 7:125]

Over and Underage Students

- ?? Are there any overage and underage students enrolled in the district? [KRS 158.030(1), KRS 158.100]
- ?? Have the aggregate days attendance for over and under age students been submitted as an adjustment on reports filed with KDE? [702 KAR 7:125]

Release Time

- ?? Are any students eligible for release time? [702 KAR 7:125]
- ?? Is attendance for time students are released properly recorded?
- ?? Have the aggregate days attendance for released students been submitted as an adjustment on reports filed with KDE? [702 KAR 7:125]

Shared Time

- ?? Are any students served under shared time? [702 KAR 7:125]
- ?? Is attendance properly recorded?
- ?? Have the aggregate days attendance for shared time students been submitted as an adjustment on reports filed with KDE? [702 KAR 7:125]

Low Attendance Days/Weather Days

- ?? Is documentation on file to show the overall five lowest days attendance? [KRS 157.320]
- ?? Did the district claim any weather days last year? [KRS 157.320]
- ?? Is documentation on file to show that the district attendance on these days was lower than the district's prior year attendance and low due to weather? [KRS 157.320]

Alternative Programs

- ?? Does the district operate an alternative program?
- ?? Is attendance properly recorded?
- ?? What are the calendars for these students?
- ?? What are the ages of the students served?

Attendance Policy

- ?? What is the district's attendance policy?
- ?? What steps are taken to encourage regular attendance and limit truancy?
- ?? What is the local board policy on excused and unexcused absences? [702 KAR 7:125]
- ?? What is the local board policy on cocurricular instructional activities? [702 KAR 7:125]

SCHOOL SITE

- ?? Does the school employ a centralized attendance system? [KRS 161.200(2)]
- ?? Has certified personnel been designated responsible for auditing and certifying attendance documents for the school? [KRS 161.200 (2)]
- ?? Is a schedule showing instructional and noninstructional time available [702 KAR 7:125]?
- ?? Is an entry/exit log sheet being used consistently and correctly[702 KAR 7:125]?
- ?? Is the length of the instructional time provided in compliance with KRS 158.060(3) and KRS 157.320(7) and approved by the local board of education being provided?
- ?? Are entry/exit logs, absentee lists and other original source documents retained for the proper amount of time [702 KAR 7:125]?

Record of Daily Attendance

- ?? Are all Records of Daily Attendance (PA-2) for the current month available at the school for examination?
- ?? Are Records of Daily Attendance updated daily?
- ?? Does attendance as recorded on Record of Daily Attendance agree with entry/exit sheets, absentee lists, and teachers attendance books?
- ?? Are Records of Daily Attendance complete and clearly marked?
- ?? Are student names, ID number and transportation code apparent?
- ?? Are half-day and full day absences and tardies marked appropriately?
- ?? Are holidays, professional development, planning and opening and closing days clearly indicated?
- ?? Are complete entry, re-entry and withdrawal codes indicated on the appropriate date(s) and origination and destination maintained in students permanent file?
- ?? Are documents verified and signed by certified staff?
- ?? Is proper documentation available to verify student withdrawals? [702 KAR 7:125]

Teacher's Monthly Attendance Report

- ?? Are totals on Teacher's Monthly Attendance Report (PA-3) in agreement with prior month PA-2 cumulative totals?
- ?? Are entry, re-entry and withdrawal codes and dates properly indicated?
- ?? Are documents verified and signed by certified staff?

Attendance in State Vocational Schools

- ?? Do any students attend a state vocational school part-time?
- ?? Is attendance properly documented and provided to the public school district?
- ?? Is attendance for time students are at the state facility properly recorded?

Local school districts are encouraged to conduct regular self-audits to ensure attendance procedures are in accordance with applicable statutes and regulations. Increased communication between the central office and the individual schools provides opportunity for attendance specific issues at the school level to be addressed in a timely manner.

ATTENDANCE POLICIES

Issue:

What principles should be included in guidelines to assist local school districts in developing an effective attendance policy?

Background:

The Comprehensive School Health Matrix Team (CSHMT) was established to address comprehensive school health issues and KERA goals. The 1994-95 strategic plan of CSHMT includes eleven (11) objectives focused on removing physical and mental barriers to learning. Removal of physical and mental barriers to learning is one of the five (5) noncognitive indicators included in a school's accountability index as required by KERA.

Improvement of statewide attendance rates by at least 5 percent (5%) is one of the objectives established by CSHMT. Distribution of guidelines to assist local school districts in the development and implementation of an effective attendance policy was identified as a necessary step toward removing physical and mental barriers to learning. Department staff have reviewed relevant statutes and regulations, identified high and low attendance districts and evaluated current district attendance policies and environmental factors that influence attendance. Select high and low attendance districts reviewed, revealed a direct correlation between familial circumstances (limited parental concern and family support, mobility of families, etc.) and student attitudes toward attendance. Environmental factors (i.e., travel over mountainous roads, etc.) were not cited as a cause of poor attendance. Evidence shows that implementation of a district-wide attendance policy improves student attendance rates, thereby increasing a child's potential for educational success.

Discussion:

Rose vs. the Council for Better Education, Inc., (1989) held that education is a fundamental right in Kentucky. Kentucky laws mandate local school districts to provide the minimum of 175 days of instruction each school year, affording every child in the Commonwealth equal opportunity for an adequate education [KRS 158.070]. While a quality education may be made available, it is not fully realized until a child attends school on a regular basis, taking full advantage of the opportunities offered.

Compulsory attendance laws require that school age children attend school on a regular basis. The parent, guardian, or other person having custody or charge of a child who has entered the primary program or is between the ages of six (6) and sixteen (16) is legally responsible for any violation of compulsory attendance laws by that child [KRS 159.010, 159.180, 159.990]. A child found to be absent from school without valid excuse for three (3) or more days during a one (1) year period or tardy on three (3) or more days on at least three (3) occasions during a one (1) year period is declared a habitual truant [KRS 600.020]. In cases of truancy, proceedings may be initiated against the parent after written notification and opportunity for termination of the violation have been given [KRS 159.180, 159.990, 530.070].

The Director of Pupil Personnel of the school district is responsible for the enforcement of compulsory attendance laws. This incised ascertaining reasons for nonattendance and determining effective

methods to alleviate noncompliance in an effort to encourage reasonably regular attendance [KRS 159.140]. Establishment of activities to identify and remedy instances of irregular attendance before they become truancy situations is necessary to appropriately address poor attendance patterns and avoid future occurrences. The adoption of an effective district-wide attendance policy has proven to promote regular student attendance.

Implementation of an attendance policy allows students and parents to have a thorough knowledge of what is expected of them both by law and district policy. It lessens occurrences of truancy, reduces the number of proceedings against parents for violations, and increases the rate of attendance. More time is devoted to instruction and less to disciplinary activities. Successful implementation of any attendance policy is accomplished through communication with both the student who attends school and the parent who is held accountable for the child's attendance patterns. In addition, businesses and civic organizations should be made aware of the importance of encouraging and supporting regular school attendance of children in their community. This communicates the value society places on education and encourages the children to attend school on a regular basis.

The local board of education must remember that "the only restriction which courts have put on the power of the school board to make regulations is that the regulations must be reasonable. Lambert v. Marushi, 322 F.Supp. 326 (1971)." An attendance policy must be reasonable in that it differentiates between excused and unexcused absences and meets minimum due process requirements. Prior opinions have established that a policy with no differentiation between excused and unexcused absences which requires automatic failure upon nine (9) absences, for example, is an unconstitutional effort to encourage school attendance [OAG 79-68, 75-24]. It is important to remember that the purpose of an attendance policy is to encourage and maintain regular student attendance and promote the education of Kentucky's youth.

The foundation of an attendance policy is clarification of the number of tardies allowed, and the number and type of absences allowed before punitive action is taken. Differentiation between excused and unexcused absences must be clearly communicated to students and parents. Excused absences normally include causes such as illness, medical appointments or death of a family member. Documentation of excused absences, when required by the district (i.e., medical excuses, etc.), should be received by the school in a timely manner. It is also important that the action that will be taken by the school district as a result of excessive student absences, be made clear to both student and parent at the onset of the school year.

There are times when a child will legitimately experience more than the number of excused absences allowed by district policy. When this occurs, the next step is to appeal to the School Attendance Committee or other audience as determined by the local board of education. It is advisable to establish guidelines outlining exceptions to the policy that may be permitted in extreme cases. There will be situations, however, that will need to be considered on a case by case basis.

It is never appropriate to wait until a student has reached the maximum number of absences allowed before advising them of the consequences of their actions. Both student and parent should receive timely notification of the student's attendance status and potential consequences both after each unexcused absence, and as total absences increase. It is clearly the responsibility of the Director of Pupil Personnel to initiate steps to determine the cause of absences before they reach this point. It is important that all steps in the process be documented in the implementation of an attendance policy.

Regular attendance must always be encouraged, whether in a regular school setting or an alternative setting. Establishment of an alternative program for students who are unable to succeed in a regular program and are inclined to drop-out is recommended. Local school districts that have established alternative programs have noted a decrease in their drop-out rates.

Suggested Guidelines:

The following areas should be considered in the development of an attendance policy. An attendance policy should be reasonable, tailored to meet the needs of the district, allow minimum due process requirements and be clearly communicated to students and parents.

Review relevant statutes and regulations. Relevant statutes, regulations and attorney general opinions (OAG) are noted below:

KRS 158.070(6), School term (Kentucky State Fair absence)
KRS 158.240, Credit for moral instruction
KRS 159.010, Parent or custodian to send child to school (OAG 90-106, 87-40)
KRS 159.030, Exemptions from compulsory attendance (OAG 87-40)
KRS 159.035, Participation in 4H activities to be considered attendance
KRS 159.051, Loss of driver's license
KRS 159.140, Duties of director of pupil personnel
KRS 159.150, Definition of truancy (OAG 93-37, 91-79, 90-106)
KRS 159.180, Parents responsible for children's violations
KRS 159.990, Penalties
KRS 530.070, Unlawful transaction with a minor in the third degree
KRS 600.020(24), Definition of habitual truant (Uniform Juvenile Code)
702 KAR 7:050, Attendance; resident, nonresident

Establish a district-wide attendance policy. Establishment of a district-wide policy conveys to students and parents, the importance the local board of education has placed on attendance. It is recommended that policies be consistent by school level throughout the district.

School based decision making (SBDM) councils interested in implementing an attendance policy at their school must be consistent with board policy concerning the number and type of absences and tardies allowed [KRS 160.345(C)]. The SBDM council may, however, adopt a policy determining the consequences of absences [KRS 160.345(I)]. For example, they may require the make-up of class time missed, exclusion from extracurricular activities, etc.

Determine the total number of tardies and absences allowed. It is clearly the responsibility of the local board of education to define an excused and unexcused absence and designate the number of absences and tardies allowed. Remember that a student found to be absent from school without valid excuse for three (3) or more days during a one (1) year period or tardy without a valid excuse on three (3) or more days on at least three (3) occasions during a one (1) year period is declared a habitual truant. While there is noted discrepancy between the definition of truancy in KRS 159.150 and KRS 600.020, a parent may be fined for failing to send their child to school for three (3) or nine (9) days, as there is no differentiation in the law between penalties for truants and habitual truants. However, in the case of habitual truancy, KRS 600.020 will prevail as the district court has jurisdiction over minors under the Uniform Juvenile Code [KRS 610.010].

Differentiate between an excused and unexcused absence. Define excused absences approved by the local board of education. Examples of excused absences are:

- ?? Illness
- ?? Medical appointments.
- ?? Death of a family member.
- ?? Other absences approved by the local board of education. Taking the driver's license examination, for example, may be determined by the local board of education to be an excused absence.

Determine the result of absences within the maximum allowed. Decide and clearly communicate what is expected of students that experience absences within the number allowed by the attendance policy. Examples are as follows:

- ?? Make-up of work missed due to an excused absence, or both excused and unexcused absences.
- ?? Make-up of class time missed for unexcused absences, if allowed.

Determine the result of absences exceeding the maximum allowed. Examples are as follows:

- ?? Loss of credit for days of unexcused absences in classes requiring class participation.
- ?? Receipt of 0 in class for days of additional unexcused absences.
- ?? Make-up, if any, of time missed.
- ?? Documentation of all additional absences with a doctors statement and in a timely manner.
- ?? Participation in extra-curricular activities prohibited.
- ?? Completion of an attendance improvement plan.
- ?? Placement in an alternative program.
- ?? Notification to the superintendent of the student's status for reporting to the Transportation Cabinet for loss of driver's license.
- ?? Initiation of truancy proceedings.

Establishment of an Attendance Appeals Committee. An Attendance Appeals Committee may be established at the school level for the purpose of hearing student appeals as they relate to attendance. In establishing a committee, the principal should take the lead role. Other committee members may include teachers, guidance counselors, and other school staff. The Director of Pupil Personnel may be requested to be part of the committee, particularly in smaller districts; in larger districts this may not be feasible.

Once a student has exceeded the allowed number of absences and been notified of the loss of credit in a class, for example, he and/or his parents may appeal to the Attendance Appeals Committee in the school. The committee holds an informal hearing, and decides if the absences are satisfactorily justified. If the student and/or parent is not satisfied with the result of the hearing, he may request a second hearing with the presence of a designee from the central office.

A local school district may find that the best approach to address an appeal is for the student and parent to first meet with the principal to resolve the issue, then if this is not successful, assemble the full committee for a hearing.

Conclusion:

Gaining the support of teachers, school administrators, parents and the community is imperative in the successful implementation of an attendance policy. Only when parents, schools and communities stress the importance of education, will students see the opportunity their education provides and be less apt to attend school on an irregular basis.

Establishment of a district-wide attendance policy which clearly communicates the importance of regular school attendance is encouraged. The policy must be reasonable and allow minimum due process requirements. The number of tardies allowed, number and type of absences allowed and consequences for noncompliance should be clearly communicated to students and parents at the beginning of the school year. Opportunity for appeal must be given to those students who exceed the number of absences allowed.

(5/31/95)

EDUCATION, ARTS, AND HUMANITIES

Kentucky Board of Education

Department of Education

Office of District Support Services

(Proposed Amendment)

702 KAR 7:125. Pupil attendance.

RELATES TO: KRS 157.320, 157.350, 157.360, 158.030, 158.060, 158.070, 158.100, 158.240, 159.010, 159.030, 159.035, 159.140, 159.170, 161.200

STATUTORY AUTHORITY: KRS 156.070, 156.160, 157.320, 158.060, 158.070

NECESSITY, FUNCTION, AND CONFORMITY: KRS 157.320 defines average daily attendance of pupils for funding purposes under the Support Education Excellence in Kentucky (SEEK) program; KRS 157.360 bases SEEK funding upon average daily attendance; KRS 158.030, 158.100, and 159.030 require the age for compulsory school attendance; KRS 158.060 defines the school day and month and make-up of school days missed; KRS 158.070 defines the school term; KRS 158.240 and 159.035 define attendance credit for moral instruction and 4-H activities; KRS 161.200 requires attendance records to be kept by teachers. This administrative regulation establishes a uniform method of recording pupil attendance.

Section 1. (1) The local board of education, upon recommendation of the local school district superintendent, shall adopt a school calendar for the upcoming school year prior to May 15 of each year. The calendar shall establish the opening and closing dates of the school term, beginning and ending dates of each school month, instructional days and days on which schools shall be dismissed.

(2) Opening day, for planning activities without the presence of pupils, shall be scheduled to occur prior to the first instructional day of the school term.

(3) Closing day, for planning activities without the presence of pupils, shall be scheduled to occur following the completion of the last instructional day of the school term.

(4) Local school districts shall plan appropriately for the make-up of instructional time missed due to emergency. In addition to the minimum 1,050 hour instructional term, the school calendar shall include days equal to the greatest number of days missed system-wide in the local school district over the preceding five (5) school years.

(5) Graduation ceremonies shall be scheduled to occur following completion of the instructional term.

Section 2. (1) The local board of education shall file the adopted school calendar with the Department of Education prior to June 1 of each year. The local school district shall not be paid any installment of its SEEK program allotment until the school calendar has been approved by the Department of Education.

(2) The local board of education, upon recommendation of the local school district superintendent, may amend the school calendar.

(3) An amended school calendar shall be submitted for approval to the Department of Education prior to May 1 of each year. Subsequent amendments to the school calendar shall be submitted to the Department of Education no later than five (5) calendar days after the meeting of the local board of education at which the amendment is approved.

Section 3. (1) The regularly scheduled school day shall not be shortened after the school calendar has been adopted by the local board of education and approved by the Department of Education except in cases of emergency declared by the local school district superintendent in accordance with policies of the local board of education.

(2) The local school district shall be allowed a total of five (5) hours missed each school year which do not have to be made up, which occurred as a result of school days shortened due to emergency. These hours shall be reported to the department on the amended school calendar.

(3) Except for the provisions of subsection (2) of this section, all time missed on school days shortened due to emergency shall be made up and shall be reported to the Department of Education on

the amended school calendar.

Section 4. (1) A local board of education request for district-wide disaster days shall be submitted to the Commissioner of Education for approval. A copy of the local board order shall accompany this request.

(2) A school district shall not be considered for disaster days unless the district has missed more than twenty (20) regular instructional days system-wide. The local school district shall make up at least the first twenty (20) regular instructional days missed in a school year by adding these hours back into the school calendar.

Section 5. (1) [~~3~~] A local board of education request for disaster days if one (1) school, or part of the district, is forced to miss school on a particular day due to an emergency shall be submitted to the Commissioner of Education for approval. A copy of the local board order shall accompany this request.

Section 6. [5] (1) The following shall constitute the activities to be conducted during the instructional school day:

(a) Courses and content included in the "Program of Studies for Kentucky Schools, Grades Primary-12", pursuant to 704 KAR 3:303;

(b) Courses and activities included in the local school district program of studies for which a letter of assurance of compliance has been submitted to the Department of Education pursuant to 704 KAR 3:305;

(c) Cocurricular activities which are unequivocally instructional in nature, directly related to the instructional program and scheduled to minimize absences from classroom instruction; and

(d) A maximum of five (5) minutes passing time between instructional periods, and travel time required to participate in regular instructional programs off of the school campus including vocational schools, day treatment centers, and alternative schools. Travel time to off-campus facilities shall be scheduled to minimize absence from classroom instruction.

(2) The local board of education shall adopt a policy specifying co-curricular instructional

activities which may be included in the instructional school day, as described in subsection (1)(c) of this section.

(3) Each school shall have available a schedule that delineates instructional time periods and non-instructional time periods for all grade levels served and schedules provided.

Section 7. [~~6~~] (1) Daily attendance of pupils in elementary schools shall be determined by checking their attendance a minimum of one (1) time in the morning, one (1) time in the afternoon and maintaining a student entry and exit log at each school.

(2) Daily attendance of pupils in middle and high school shall be determined by checking their attendance by class period and maintaining a student entry and exit log at each school.

(3) The student entry and exit log shall include the date, student name, grade or homeroom, time of late arrival, time of early departure, parent or legal guardian signature and other information required by the local board of education.

(4) Pupils shall be physically present in the school to be counted in attendance except under the following conditions:

(a) The pupil is a participant in a co-curricular instructional activity which has been authorized by the local board of education and is a definite part of the instructional program of the school; or

(b) The pupil is a participant in an activity as provided in either KRS 158.240 or 159.035.

(c) The pupil is participating in an off-site virtual high school class or block. A student in attendance in the class immediately preceding and following (where applicable) the designated virtual class or block, shall be counted in attendance for the virtual high school class. A student absent from the class immediately preceding or following (where applicable) the designated virtual class or block, shall be counted absent for the virtual high school class or block.

(5) Even if a pupil's absence is due to factors beyond the pupil's control, including inclement weather or failure of the transportation system to operate, the pupil shall be counted absent.

(6) The local board of education shall determine by local board policy what constitutes an excused

and an unexcused absence.

(7) A pupil shall not be allowed to make up absences for the purpose of including make-up activities in the calculation of average daily attendance.

Section 8. [~~7.~~] (1) A full day of attendance shall be recorded for a pupil who is in attendance 100 percent of the regularly scheduled school day for his grade level.

(2) A tardy shall be recorded for a pupil who is absent less than thirty-five (35) percent of the regularly scheduled school day for his grade level.

(3) One-half (1/2) day of attendance shall be recorded for a pupil who is absent thirty-five (35) to eighty-four (84) percent of the regularly scheduled school day for his grade level.

(4) A full-day absence shall be recorded for a pupil who is absent greater than eighty-four (84) percent of the regularly scheduled school day for his grade level.

(5) The percentages described in this section shall apply to the regularly scheduled school day approved by the local board of education and shall be applicable to entry level through grade level twelve (12).

Section 9. [~~8.~~] A local board of education may permit released time as an arrangement whereby a pupil has a shortened school day in accordance with KRS 158.060 or local board of education policy. Released time shall not be included in calculating the district's average daily attendance.

Section 10. [~~9.~~] A local board of education may permit shared time as an arrangement in which a pupil concurrently attends a public common school part time and a nonpublic school part time pursuing part of his education under the direction and control of the public common school and part of his education under the direction and control of the nonpublic school. The time the student is served by the public school district shall be included in calculating the district's average daily attendance.

Section 11. [~~10.~~] If a local school district, under the provisions of KRS 157.360(6), enrolls a child with a disability in a private school or agency, the private school or agency shall certify the attendance of the child to the local school district at the close of each school month.

Section 12. [~~11.~~] (1) If a local school district enrolls a pupil in the entry level program who will not be five (5) years of age by October 1 of the year of enrollment, the total aggregate days attendance for the pupil shall not be included in calculating the district's average daily attendance.

(2) If a local school district enrolls a pupil in the second level of the primary program who will not be six (6) years of age by October 1 of the year of enrollment, the total aggregate days attendance for the pupil shall not be included in calculating the district's average daily attendance.

(3) If a local school district enrolls a pupil who is at least twenty-one (21) years of age, the aggregate days attendance for the pupil upon age twenty-one (21) and following shall not be included in calculating the district's average daily attendance.

Section 13. [~~12.~~] The Growth Factor Report for the first two (2) school months of the school year pursuant to KRS 157.360(8) shall be submitted to the Department of Education prior to November 1 of each year.

Section 14. [~~13.~~] (1) A copy of the written agreement local boards of education execute for enrollment of nonresident pupils as provided by KRS 157.350(4) shall be submitted to the Department of Education prior to November 1 of each year. The written agreement shall include the names of nonresident pupils enrolled in the district covered by the agreement.

(2) A change may be made to the original nonresident pupil agreement up to the close of the school year to include the nonresident pupils enrolling after the close of the second school month. The amendment shall be submitted to the Department of Education with the local Superintendent's Annual Attendance Report prior to June 30 of each year.

Section 15. [~~14.~~] The superintendent's annual attendance report shall be considered the request to substitute prior year's average daily attendance for up to ten (10) designated weather-related low attendance days, and certification that the low attendance was due to inclement weather in accordance with KRS 157.320. Documentation that the low attendance was due to inclement weather shall be retained at the central office.

Section 16. [~~15~~] (1) The school's records of daily attendance and teacher's monthly attendance reports, daily and class period absentee lists, and student entry and exit logs shall be the original source of attendance data for all pupils enrolled in the public common schools.

(2) The school's records of daily attendance and tenth month teacher's monthly attendance reports shall be retained at least twenty (20) years. The daily and class period absentee lists, and student entry and exit logs shall be retained at least two (2) full school years.

Section 17. [~~16~~] The following entry, reentry and withdrawal codes shall be used to indicate the enrollment status of pupils:

(1) E01 - A pupil enrolled for the first time during the current year in either a public or nonpublic school in the United States;

(2) E02 - A pupil previously enrolled during the current school year in either a public or nonpublic school in another state who has not previously enrolled in Kentucky during the current school year;

(3) E03 - A pupil enrolling for the first time during the current school year in either a public or nonpublic school, who has withdrawn as a W06, W07, W13, W16 or W18 during the previous school year;

(4) R01 - A pupil received from another homeroom in the same school;

(5) R02 - A pupil received from another public school in the same public school district;

(6) R03 - A pupil received from a nonpublic school in the same public school district;

(7) R04 - A pupil received from a public school in Kentucky outside this public school district;

(8) R05 - A pupil received from a nonpublic school in Kentucky outside this public school district;

(9) R06 - A pupil reentering the school after withdrawal, discharge or expulsion from a school district in Kentucky during the current school year, who has not entered any other school during the intervening period;

(10) R07 - A pupil received from a school in another state after having been previously enrolled during the current school year in Kentucky as an E01, E02, or E03;

(11) R10 - An expelled pupil received from a state agency in the current school year prior to the completion of the expulsion period;

(12) R11 - An expelled pupil received in the current school year, from a regional alternative facility not run by the expelling school district, prior to the completion of the expulsion period;

(13) W01 - A pupil transferred to another homeroom in the same school. The reentry code to use with W01 shall be R01;

(14) W02 - A pupil transferred to another public school in the same public school district. The reentry code to use with W02 shall be R02;

(15) W03 - A pupil transferred to a nonpublic school in this public school district. The reentry code to use with W03 shall be R03;

(16) W04 - A pupil transferred, without change of residence, to a school outside this public school district. The reentry code to use with W04 shall be R04, R05, or R07;

(17) W05 - A pupil who has moved out of this public school district and for whom a request for student records has been received or enrollment has been substantiated. The reentry code to use with W05 shall be R04, R05, or R07;

(18) W06 - A pupil who is at least sixteen (16), but not yet eighteen (18) years of age and has withdrawn. The reentry code to use with W06 shall be R06;

(19) W07 - A pupil withdrawn due to those communicable medical conditions that pose a threat in school environments listed in 902 KAR 2:020, Section 2(1), accompanied by a doctor's statement certifying the condition, or any other health related condition for which the student is too ill to participate in regular school attendance or local homebound instructional services, accompanied by a doctor's statement certifying the condition. The reentry code to use with W07 shall be R06;

(20) W08 - A pupil withdrawn due to death;

(21) W09 - A pupil graduated prior to the end of the school term or year;

(22) W10 - A pupil who has been expelled for behavioral reasons withdrawn to a state agency.

The reentry code to use with W10 shall be R06 if the student returns to the expelling local school district in the current school year after the expulsion period has been completed. The reentry code to use with W10 shall be R10 if the student returns to the expelling local district in the current school year prior to completion of the expulsion period;

(23) W11 - A pupil who has been expelled for behavioral reasons withdrawn to a regional alternative facility not run by the expelling local school district. The reentry code to use with W11 shall be R06 if the student returns in the current school year after the expulsion period has been completed. The reentry code to use with W11 is R11 if the student returns in the current school year prior to completion of the expulsion period;

(24) W12 - A pupil under the jurisdiction of the court. The reentry code to use with W12 shall be R06. For end of year adjustments, for accountability purposes, a W12 shall be recorded as a W16 if the district cannot substantiate enrollment in the proper educational setting as designated by the court;

(25) W13 - A pupil withdrawn for a second or subsequent time who initially withdrew as a W06, W07, W10, W13, W16 or W18, and has previously been reported as a drop out for accountability purposes. The reentry code to use with W13 shall be R06;

(26) W16 - A pupil who has moved out of the public school district for whom enrollment elsewhere has not been substantiated. For end of year adjustments for accountability purposes, the W16 code shall be applicable to pupils enrolled at the end of the previous school year who failed to enroll in this or any other school district at the beginning of the current school year;

(27) W17 - An entry level student in the primary program, withdrawn during the first two (2) school months due to immaturity or mutual agreement by the parent, guardian or other custodian and the school in accordance with 704 KAR 5:060; and

(28) W18 - A pupil eighteen (18) years of age or over who has withdrawn. The reentry code to use with W18 shall be R06.

Section 18. [~~17~~] (1) The following suspension codes shall be used to indicate the suspension

status of pupils:

- (a) S - Suspension from school for one (1) full day; and
 - (b) N - Suspension from school for one-half (1/2) day.
- (2) Suspension shall be considered an unexcused absence.

Section 19. [~~18~~] The following expulsion codes shall be used to indicate the expulsion status of pupils:

(1) XP1 - A student expelled from school during the current school year for behavioral reasons, being provided educational services by the expelling local school district;

(2) XP2 - A student expelled from another local school district during the current school year for behavioral reasons, being provided educational services by a regional alternative facility not run by the expelling local school district;

(3) XP3 - A student expelled from school during the current school year for behavioral reasons, not being provided educational services.

(4) XE1 - A student expelled from school during the prior school year for behavioral reasons whose expulsion extends into the current school year and is being provided educational services by the local school district;

(5) XE2 - A student expelled from another local school district during the prior school year for behavioral reasons whose expulsion extends into the current school year and is being provided educational services by a regional alternative facility not run by the expelling local school district; and

(6) XE3 - A student expelled from school during the prior school year for behavioral reasons whose expulsion extends into the current school year and is not being provided educational services.

Section 20. [~~19~~] The following ethnic codes shall be used to indicate the ethnic origin of pupils until June 30, 2002 [~~2000~~]:

(1) 1 - White (not Hispanic) - A person having origins in any of the original peoples of Europe, North Africa or the Middle East;

(2) 2 - Black (not Hispanic) - A person having origins in any of the black racial groups of Africa;

(3) 3 - Hispanic - A person of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture of origin regardless of race;

(4) 4 - Asian or Pacific Islander - A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands;

(5) 5 - American Indian or Alaskan Native - A person having origins in any of the original peoples of North America, and who maintains cultural identification through tribal affiliation or community recognition; and

(6) 6 - Other.

Section 21. [~~20~~.] (1) Beginning July 1, 2002 [~~2000~~], the following ethnic codes shall be used to indicate the ethnic origin of pupils:

(1) H - Hispanic or Latino - A person of Mexican, Puerto Rican, Cuban, South or Central American, or other Spanish culture or origin, regardless of race; and

(2) N - Not Hispanic or Latino.

Section 22. [~~21~~.] (1) Beginning July 1, 2002 [~~2000~~], the following race codes shall be used to indicate the racial categories of pupils:

(a) W - White - A person having origins in any of the original peoples of Europe, North Africa or the Middle East;

(b) B - Black or African American - A person having origins in any of the black racial groups of Africa;

(c) H - Native Hawaiian or Other Pacific Islander - A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands;

(d) A - Asian - A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, including Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam; and

(e) I - American Indian or Alaska Native - A person having origins in any of the original peoples of North America and South America (including Central America), and who maintains tribal affiliation or community attachment.

(2) More than one (1) racial category may be selected. Local school districts must be able to identify the number of students that have selected more than one (1) racial category as described in this section.

Section 23. [~~22~~.] (1) The Student Dropout Questionnaire shall be completed during the one (1) hour counseling session mandated in accordance with KRS 159.010. Information obtained from this survey shall be submitted to the Department of Education on the local Superintendent's Annual Attendance Report prior to June 30 of each year.

(2) The request for records and other information involving the withdrawal and transfer of pupils shall be processed by the local superintendent or his designee pursuant to KRS 159.170, and shall be maintained in the student's permanent file. The local board of education shall adopt a form or process to comply with the requirements of KRS 159.170.

Section 24. [~~23~~.] Incorporation by Reference. (1) The following material is incorporated by reference:

(a) The "Growth Factor Report" file layout, dated July 15, 1999 [~~June 1, 1998~~];

(b) The "Superintendent's Annual Attendance Report" file layout, dated December 1, 1999 [~~July 1, 1996~~]; and

(c) The "Student Dropout Questionnaire" dated August 1, 2000 [~~June 1, 1998~~].

(2) This material may be inspected, copied, or obtained at the Division of Finance, Attendance and Data Collection Branch, 15th Floor, Capital Plaza Tower, 500 Mero Street, Frankfort, Kentucky 40601, Monday through Friday, 8 a.m. to 4:30 p.m. (23 Ky.R. 2352; Am. 2722; eff. 1-9-97; 25 Ky.R. 1137; 1597; eff. 1-19-99.)

KENTUCKY REVISED STATUTES REFERENCE LIST

Applicable Statutes and Regulations:

Kentucky Revised Statutes

2.110(2)	Holidays
2.190	Presidential Election Day
157.320	Definitions for KRS 157.310 - KRS 157.440
157.350	Eligibility of districts for participation in fund to support education excellence in Kentucky
157.360	Base funding level; adjustment; enforcement of maximum class sizes; allotment of program funds
158.010	Uniform school system to be maintained; variations
158.030	"Common school" and "primary school program" defined; who may attend
158.050	School year
158.060	School month and school day; duty-free lunch period; non-teaching time for teachers
158.070	School term; holidays and days closed; continuing education for certain students
158.080	Private and parochial schools; courses; terms
158.100	Program required to be provided by school district; additional programs permitted
158.120	Nonresident pupils; tuition
158.150	Suspension and expulsion of pupils
158.160	Notification to school by parent of guardian of child's medical condition threatening school safety; exclusion of child with communicable disease from school; closing of school during epidemic
158.240	Credit for moral instruction

158.250	Activities for non-participants in moral instruction classes
158.990	Penalties
159.010	Parent or custodian to send child to school; age limits for compulsory attendance; notification and counseling prior to withdrawal
159.020	Transferring child from one district to another
159.030	Exemptions from compulsory attendance
159.035	Participation in 4-H activities to be considered attendance
159.040	Attendance at private and parochial schools
159.051	Loss of driver's license by student for dropping out of school or for academic deficiency
159.080	Director of Pupil Personnel
159.090	Directors of pupil personnel for united districts
159.130	Powers of directors of pupil personnel
159.140	Duties of director of pupil personnel
159.150	Definition of truancy
159.160	Attendance reports to superintendent
159.170	Withdrawals and transfers; teachers to investigate and report
159.180	Parents responsible for children's violations
159.250	Nature of census
159.270	False report of census prohibited
159.990	Penalties
161.200	Records to be kept by teachers; exceptions
161.210	Reports to be made by teachers
211.180	Functions of cabinet in the regulation of certain health matters - Inspection fees
530.070	Unlawful transaction with a minor in the third degree (Penal Code)

600.020	Definition for KRS Chapters 600 to 645 (Juvenile Code)
610.010	District Court jurisdiction of juvenile matters
620.030	Dependent to report dependency, neglect or abuse
620.990	Penalty

AGENCY CONTACTS

The following list is provided as a reference for specific program areas:

Alternative Programs	Leon Swarts	(502)564-3678
Discipline Codes	Angela Wilkins	(502)564-3678
Health Services	Terry Vance	(502)564-3678
Home and Hospital Program Program Requirements Attendance	Terry Vance	(502)564-3678
Homeless Student Program	Robert Simpson	(502)564-3791
Missing Children Program	Angela Wilkins	(502)564-3678
No Pass/No Drive Program	Joan Howard	(502)564-3678
Private, Parochial and Home Schools	Robert Simpson	(502)564-3791
Pupil Attendance	(Vacant)	(502)564-3846
Safe and Drug Free Schools	Steve Kimberling	(502)564-3678
Transportation	Mike Roscoe	(602)564-4718

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